St Joseph's School
Digital Citizenship - User Agreement
Middle School, Years 7-9

Dear Parents and Students,

St Joseph's School is a Catholic school in the Josephite tradition. It draws inspiration from the Gospels and the example of St Joseph. The Digital Citizenship Policy aims to educate students about choices and behaviour in an online world and in their use of technology based around the core values of truth, freedom and justice.

TRUTH
Each individual is unique and the School seeks to affirm the online experience of each person as they seek the truth. Truth underpins how one lives and engages in an online world. Digital citizens advocate and practice safe, legal and responsible use of digital technologies. At all times, digital citizens respect themselves and others when online.

FREEDOM
As individuals, we must take full responsibility for our actions. When online we should ensure that online content is not defamatory or abusive and does not vilify, harass or discriminate against members of the School or wider community. Digital citizens exhibit a positive attitude towards using technology that supports collaboration, learning and productivity. They demonstrate personal responsibility for lifelong learning in an online world.

JUSTICE
Justice is about equality; equal worth of an individual, equal voice, equal opportunity and liberty. Digital citizens acknowledge these rights. They exhibit a positive attitude towards using technology that supports online collaboration and learning. Digital citizens actively promote and model digital etiquette and responsible social interactions related to the use of technology and online activity.

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Peter Shearer   Tom Gilligan
Principal   Assistant Principal

Looking after property

Members of our community will always act with care and respect for the equipment they have been entrusted to use. Student laptops are school property and must be cared for and used only for learning.

We will achieve this by:
- Charging devices each night, ensuring they are fully charged for use at school.
- Protecting devices with the covers supplied.
- Using devices in safe environments and with care.
- Being proactive when it comes to caring for ours and other's devices.

Looking after my-self and others online

Access and Security
Members of our community will always act thoughtfully when using digital technologies. They will act in a manner that cares for their equipment, themselves, and those around them.

We will achieve this by:
- Creating passwords that are strong and remain confidential.
- Ensuring that communication through internet and online services is only related to learning.
- Ensuring that settings for virus protection, spam and filtering, that have been applied by the school, remain enabled and operational.
- Promptly telling their supervising teacher if they suspect they have received a computer virus or spam.
- Choosing online names that are suitable and respectful.
- Seeking help from a trusted adult if a message is received that is inappropriate or makes them feel uncomfortable.
- Contact a teacher and record if affected by instances of online offensive or hurtful behaviour.
- Take care when initiating or forwarding emails to avoid sending:
  - a message that was sent to them in confidence.
  - a computer virus or attachment that is capable of damaging recipients' computers.
- Be mindful of not sharing or publishing:
  - Unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
  - Threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.
  - Sexually explicit or sexually suggestive material or correspondence.
  - False or defamatory information about a person or organisation.
- Always taking care of ICT equipment so that it is not damaged.
- Ensuring that electronic devices are not used for cyberbullying or any other unlawful purpose.
- Being aware that all use of internet and online communication services can be audited and traced to the accounts of specific users.
- Seeking advice if another user asks for personal information, asks to be telephoned, offers gifts by email or wants to meet.

Privacy and confidentiality
Members of our community will always act with respect when using digital technologies. They will act in a manner that protects their personal information and the information of those they attend school or work with.

We will achieve this by:
- Respecting the privacy of a staff member or student by not sharing email addresses without that person's explicit permission.
- Respecting the privacy of ourselves and others by not revealing personal information including names, addresses, photographs, credit card details and telephone numbers.

Monitoring, evaluation and reporting requirements
Members of our community will be vigilant when using digital technologies and act in a way that protects themselves, both online and in the wider community.

To achieve this we will report:
- Any internet site accessed that is considered inappropriate.
- If we are affected by instances of inappropriate online behaviour.

- Any suspected technical security breach involving users from other schools, or from outside our school.

Intellectual property and copyright

Members of our community will always act with integrity when using digital technologies. They will act in a manner that respects and acknowledges the work and intellectual property of others.

We will achieve this by:
- Always acknowledging the author or source of any information used.
- Always producing our own work and not sharing work with other students when completing individual tasks.
- Ensuring that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.
- Ensure any material published on the internet or intranet has the approval of the Principal or their delegate and has appropriate copyright clearance.

Misuse of Digital Technologies

Members of our community are aware that actions online can have wide reaching and long-term consequences both online and in the wider community. The use of our devices is to support our learning and must only be used for school-based activities.

To support this we are aware that:
- We are accountable for our actions while using internet and online communication services.
- We are responsible for any breaches caused by us allowing any other person to use our accounts.
- School based emails services are to be used only to support our learning and not for social purposes.
- The misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services. It should be noted that there can be legal implications as well.

Mobile phones at school

Members of our community will act in a way that is responsible and respectful when bringing mobile phones to school.

We will achieve this by
- Student turning phones off and placing them in the office box at the beginning of the day and collecting them at the end of the day.

School devices at home

To support our children with their use of electronic devices, and help maintain their safety online, the eSafety Commissioner and numerous other adolescent wellbeing organisations strongly encourage electronic devices to be used in common areas of our homes, such as the kitchen or living room. They also recommend that electronic mobile communication devices are stored and charged overnight in a common area of the home. As such, we require our school devices to be charged outside of children's bedrooms at night and recommend where possible, homework on the computer is completed in common areas of the home.

I have read the above agreement guidelines with my parent(s)/caregiver (s). I understand that if I do not follow these guidelines there will be consequences for my actions. Please sign and return this copy of the agreement, you will have a digital copy emailed home to you.

Child's Name:_____ Year Level: _____ Date:_____ Child's Signature: _____

Parent/Caregiver's Name:_____   Parent /Caregiver's signature: _____

More information about responsible digital citizenship can be found on the website of the 'eSafety Commissioner' at www.esafety.gov.au